



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

July 21, 2008

To: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## SOLE SOURCE CONTRACTS ANNUAL SURVEY RESULTS

On February 6, 2008, your Board approved revisions to Board Policy 5.100 – Sole Source Contracts (Policy). The revised Policy was effective immediately and it continued the requirement for departments to advise your Board in advance of commencing negotiations for sole source contracts requiring Board approval in excess of \$250,000. The updated Policy also mandated departments to:

1. Attach a Sole Source Checklist to any Board letter which includes a recommendation to approve a sole source contract (the Checklist is reviewed and approved by this Office to ensure compliance with the criteria for sole source contracts prior to submittal to your Board); and
2. Track their sole source contracts below the threshold of \$250,000 effective immediately and to provide such information to this Office beginning June 2008, and on an annual basis thereafter.

On June 6, 2008, in response to your instruction, we issued a memorandum to departments in which we reminded departments of the revised Policy and we requested that departments provide this Office with the following sole source contract information electronically in Microsoft Word format:

- The contract number, amount of contract, contract term, name of contractor, type of service, and a brief description of the justification for pursuing the sole source contract.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**

### **Sole Source Contracts Survey Results**

As indicated on the attached Sole Source Contracts Survey Results Chart (Chart), all departments were responsive to the survey. Based upon our analysis of the survey information, we determined that, in general, the vast majority of departments do not utilize sole source contracts as a viable method to contract for services. Specifically, only 15 out of 40 departments indicated they had sole source contracts below the threshold of \$250,000 for Fiscal Year 2007-08. In addition, for the 15 departments that indicated they had sole source contracts meeting the criteria, 11 of these departments had four or less of these contracts for the previous fiscal year. Overall, the survey disclosed that, countywide, there were 59 sole source contracts meeting the criteria for FY 2007-08 totaling \$4,479,071. The types of services contracted via sole source agreements varied by department.

While there are circumstances that warrant departments to engage in sole source contracts, we recognize such contracts hinder the open and competitive bidding process and, as such, we will continue to monitor sole source engagements to identify methods to limit sole source contracts in future endeavors.

Please note that we did not include contracts for consulting services executed under our delegated authority in the survey as we report these contracts to your Board on a quarterly basis.

Per your Board's instruction, we will continue to report to your Board on an annual basis for sole source contracts meeting the established criteria. Should you have questions regarding this memorandum, please let me know or have your staff contact Vincent Amerson at (213) 974-1168 or [vamerson@ceo.lacounty.gov](mailto:vamerson@ceo.lacounty.gov).

WTF:ES:  
MKZ:VLA:pg

Attachment

c: All Department Heads (Via Electronic Mail)  
Administrative Deputies (Via Electronic Mail)  
Contract Managers' Network (Via Electronic Mail)

**COUNTY OF LOS ANGELES  
SOLE SOURCE CONTRACTS RESULTS CHART**

CONTRACTOR	SERVICES	AMOUNT
<b><i>Department of Family and Children Services</i></b>		
CulinArt of California, Inc.	Food services	\$246,432
International Business Machines, Inc.	Implement the CWS/CMS	\$115,000
National Council on Crime and Delinquency	Develop the Structure Decision Making tool	\$184,285
	<b>Total</b>	<b>\$545,717</b>
<b><i>Department of Community and Senior Services</i></b>		
South El Monte	Serve nutrition meals for seniors	<b>Total</b>
		<b>\$155,077</b>
<b><i>Community Development Commission/Housing Authority</i></b>		
C.A.S. General Contractor	General construction.	\$32,100
Dahl Taylor and Associates, Inc.	Mechanical engineering consultant.	\$14,800
Bronner Group, LLC	Management consultant.	\$49,932
U.S. Investigation Services, Inc.	Screening services for housing applicants.	\$15,000
Edward Griffin Consulting Contract	Housing consulting	\$41,000
JnJ Construction	Plumbing services/Commission.	\$49,999
Precision Construction	Plumbing services/Commission.	\$49,999
Sierra Construction A.V. Division	Construction/ wrought iron.	\$33,126
Precision Construction	Plumbing services for the Housing Authority.	\$49,999

CONTRACTOR	SERVICES	AMOUNT
Diversity Research & Consulting Group	Survey and evaluation consulting.	\$57,500
Lender Support Systems, Inc.	IT maintenance support.	\$8,120
The Tucker Schoeman Venture	Architectural design/review services.	\$49,999
Ken Kurose Architect	Architectural design/review services.	\$49,999
Global Framesoft, Inc.	Architectural design/review services.	\$49,999
C.A.S. Construction, Inc.	General Construction	\$13,600
Maravilla Business Persons Association	Business assistance consulting.	\$45,000
Volunteers of East Los Angeles	Residential rehabilitation.	\$49,000
	<b>Total</b>	<b>\$659,172</b>
<b>Coroner</b>		
Salam International, Inc.	Maintenance services of autopsy saws	<b>Total \$192,500</b>
<b>Executive Office, BOS</b>		
Patricia Donahue	Writing Federal and State grant applications	<b>Total \$40,000</b>
<b>Fire</b>		
Northrop Gruman Public Safety, Inc.	Development of 911 system for Fire dispatch	\$114,638
Franklin D. Pratt M.D., Inc.	Provide EMS quality assurance, expertise, design, and implementation support service to the District	\$92,214.81
California Seagrave, Inc.	Sole manufacturer of the Seagrave aerial ladder apparatus	\$8,344
	<b>Total</b>	<b>\$215,196</b>

CONTRACTOR	SERVICES	AMOUNT
<b><i>Human Relations Commission</i></b>		
Daniel Cacho/Consultant	Facilitator to engage youth in collaborative learning activities	\$31,500
Benjamin J. Angulo/Consultant	Complete scope of work with regards to crime collection, review, analysis and reporting	\$5,000
Kornerstone Technology	Customization and installation of Microsoft CRM and data conversion.	\$4,950
Byte Design	Provide the graphic and artistic design for the Hate Crime Report	\$3,500
Millennium Biltmore Hotel	Host the John Anson Ford Annual Event	\$12,525
New Urban Research	Produce a unique GIS software product	\$2,626
Special Services for Groups	Produce the specific mapping necessary for the requirements of the Hate Crime Reports	\$2,337
Allison Sampson	Program evaluation training classes	\$5,600
	<b>Total</b>	<b>\$68,038</b>
<b><i>Department of Mental Health</i></b>		
JWCH Institute, Inc.	Provide its Mental Health program to 50 chronic homeless persons	<b>Total</b> <b>\$88,894</b>
<b><i>Department of Parks and Recreation</i></b>		
Steve Caulkins; Haley/Caulkins Master Lawn Bowling Greens Constructors	Specialized services for Lawn Bowling Maintenance Services at Arcadia Community Regional Park	<b>Total</b> <b>\$109,214</b>
<b><i>Probation</i></b>		
GE Homeland Protection	Equipment maintenance	\$128,250
Robert J. Spierer	Independent reviewer for child abuse investigation cases.	\$150,000
W. Haywood Burns Institute	Facilitating stakeholder collaboration and assisting/developing reduction strategies for Disproportionate Minority Contact (DMC)); DMC refers to over-representation of youth of color at all points in the juvenile justice system relative to their numbers in the general youth population	\$124,500

CONTRACTOR	SERVICES	AMOUNT
Long Beach Blast	Literacy program for juveniles	\$131,400
Asian Youth Center	Gang intervention services for youth	\$200,000
InsideOUT Writers Inc.	Writing program for youth	\$204,342
	Total	\$938,492
<b>Department of Public Health</b>		
Antelope Valley Hope Foundation	HIV/AIDS educational services in the Antelope Valley	\$19,000
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Commonwealth Enterprises	Ventilation and air conditioning services	\$92,080
Mercer Human Services Consulting, Inc.	HIV/AIDS medical clinics fee-for-service reimbursement rate study for Aids program office	\$118,097
Regents of the University of Colorado	Developer and sole proprietor of a unique software program	\$35,000
L.A. Gay and Lesbian Center	Program to test the effectiveness of a web-based HIV partner notification system	\$107,307
New Economics for Women DS # 4 & 5	Educational and traffic safety training programs (i.e., encouraging use of car seats) to the community for the Injury and Violence Prevention Program.	\$123,000
Safety Belt Safe	Provide technical assistance	\$29,561
NetResults LLC	Data entry of death certificate information using a web-based electronic death registration and tracking system as developed by the State of California Department of Health Services	\$200,000
	Total	\$766,853
<b>Public Library</b>		
Harris & Associates	Specialized annual tax administration services for the department's Special Tax Program	Total \$125,000

CONTRACTOR	SERVICES	AMOUNT
<b>Department of Public Social Services</b>		
Trac Systems Corporation	Automated system designed to track departmental civil service examination candidates through the exam process	\$3,686
Sandra Burton Greenstein	Provide consultant services to the Public Social Services Commission in support of the Committee on Review and Evaluation of CalWORKs (CORE).	\$15,000
	<b>Total</b>	<b>\$18,686</b>
<b>Department of Public Works</b>		
Playa Vista Parks and Landscape Corporation	The Marina del Rey Summer Shuttle, a free weekend summer service that operates between Memorial Day and Labor Day holidays.	\$50,000
Antelope Valley Transit Authority	Express bus service between LA/Palmdale Regional Airport, Van Nuys, and Santa Clarita Valley	\$240,000
Bill Dendy and Associates	Professional facilitation services to develop a physical solution for the Antelope Valley Groundwater Basin Adjudication	\$115,000
Goettel & Associates, Inc.	Benefit Cost Analysis (BCA) preparation for Hazard Mitigation Grant program funding.	\$24,000
	<b>Total</b>	<b>\$429,000</b>
<b>Sheriff</b>		
Beckman Coulter, Inc.	Hardware maintenance	<b>Total \$127,232</b>

07-17-08